

Opening Date: Immediately	Posting Number: SML-296	Military Specialty Codes:
Number of Openings: 1	Duration of Job: Regular Full Time	Army- 36B, 92Y, 92; Navy- LS, 641X, 741X
Classification: Non-Exempt	Group/Class #: A11/0152	Coast Guard- YN, 360
Closing Date: Until Filled	Group/Class #: A13/0154	Marine- 0111, 01
Location: Austin	Salary: \$2,195 min - \$3,446 max	Air Force- 3A1X1,3A
	Salary: \$2,454 min - \$3865 max	

Commensurate with qualifications and experience

Additional information on the SAO Military Crosswalk is available here:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING STATE AGENCY JOB VACANCY NOTICE

JOB TITLE: Administrative Assistant II/III

JOB DESCRIPTION:

Performs routine to complex administrative support work. Performs purchasing duties, handles correspondence and documents, answers telephones, disseminates information regarding agency programs, maintains filing systems, images documents, and performs general administrative support duties. Has contact with vendors, other agencies. Works under moderate to general supervision, with limited to moderate latitude for the use of initiative and independent judgment. Reports to the Director of Administration & Finance.

EXAMPLES OF WORK PERFORMED:

- ◆ Performs agency purchasing activities as needed, including preparation, review and tracking of requisitions and purchase orders for goods and services and obtaining necessary approvals.
- ◆ Monitors and complies with legal and regulatory requirements pertaining to purchasing and procurement.
- ◆ Prepares, maintains, and reviews purchasing and procurement reports, records, and files.
- ◆ Coordinates deliveries, office equipment installation, maintenance, and repairs.
- ◆ Performs general office duties such as handing routine and special correspondence and documents including mail processing, data entry, document imaging, and assisting with general administrative support work.
- ◆ Reviews, prepares, and disposes of records according to the agency's record retention schedule.
- ◆ Provides assistance answering and routing phone calls including at multiple agency reception desk, greeting and directing visitors to the appropriate staff and answering general questions.
- ◆ Conducts or assists with conducting annual consumables inventory.
- ◆ Performs related administrative support work as assigned.

GENERAL REQUIREMENTS:

- ◆ Experience in office practices and/or administrative support work preferred. Experience with purchasing in a state agency preferred. Graduation from a standard senior high school or equivalent is generally preferred.
- ◆ Education and experience may be substituted for one another.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of, and ability to implement, office practices and administrative procedures.
- ◆ Skill in the use of standard office equipment and software.
- ◆ Ability to handle multiple tasks.
- ◆ Ability to exhibit attention to detail.
- ◆ Ability to communicate effectively, both in writing and verbally, with staff, vendors and suppliers.

NOTE:

- ◆ The position may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- ◆ The job posting in no way states or implies that the duties listed above are all inclusive. Employees are required to perform other duties as assigned.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. All offers of employment are also contingent upon satisfactory credit check.

HOW TO APPLY:

Submit state of Texas application via Work in Texas/mail/in person to 2601 N. Lamar Blvd., Ste 201, Austin, TX 78705 or via fax 512-475-1505. Resumes will not be accepted in place of a completed application.

Applications are available at <http://www.twc.state.tx.us/jobs/gvjb/stateapp.doc>.

For directions or to request physical accommodations call Gracie Diaz at 512-475-0614.

E-Verify – This organization participates in E-Verify. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

Department of Savings and Mortgage Lending is an equal opportunity employer.